

State of Colorado State Personnel System

Your Rights and Responsibilities

under

Family/Medical Leave

Striking a balance between work demands and family needs is critical if we are to preserve the stability, security, and integrity of our families.

As an employer, the State of Colorado has been involved in helping our work force strike a balance between work and family by offering family leave since 1990. In return, the effectiveness and productivity with which we deliver our products and services is expected to benefit. The passage of the Family and Medical Leave Act of 1993 (FMLA) affects our family leave program. This brochure presents general information on your family/medical leave rights and obligations as an employee in the state personnel system.

➤ *Eligibility*

You are eligible for up to 520 hours of family/medical leave in a fiscal year if you have worked for the State for at least 12 months, not necessarily consecutively. A temporary employee must also have worked at least 1,250 hours in the past 12 months. Employees in the reserves or National Guard are entitled to count active military duty absences as time worked to establish eligibility (like other employees on the payroll even if on an unpaid leave).

The 520 hours is prorated for part-time employees. Eligibility is calculated from the date leave will begin.

Your appointing authority may approve additional time beyond the family/medical leave. If approved, the additional leave is treated the same as any other type of paid or unpaid leave.

➤ *Reasons for Family/Medical Leave*

Family/medical leave may be taken for the following.

- Birth and care of **your** child. The leave must be completed within one year of the birth.
- Placement and care of a child from adoption or foster care. The leave must be completed within one year of the placement.
- Care for a child, parent, or spouse with a serious health condition.
- Your own serious health condition.

A serious health condition is an illness, injury, impairment, physical or mental condition requiring inpatient care or continuing treatment by a health care provider.

The appointing authority may require documentation confirming the family relationship.

➤ ***Requesting Family/Medical Leave***

As with any type of leave, advance notice and approval is expected, except in emergencies. You must give at least 30 days written notice before leave starts. If 30 days notice is not possible, notice is expected as soon as practical. "As soon as practical" means at least verbal notice within two business days of learning of your need for leave followed by written confirmation. If you do not provide timely notice, your rights to family/medical leave may be affected.

The ***State of Colorado Leave/Absence Request and Authorization*** form should be used to request leave. The form is available from your appointing authority. The appointing authority is responsible for determining if the leave qualifies for family/medical leave. It is your responsibility to provide enough information so that the appointing authority can make this determination. You cannot waive your rights under the FMLA.

➤ ***Intermittent Leave & Reduced Schedule***

In the case of a serious health condition involving medically necessary treatment, your family/medical leave will be granted on an intermittent (blocks of time) or a reduced work schedule (reducing normal work hours) if needed. If you are on unpaid family/medical leave, the appointing authority may temporarily transfer you to another position that better accommodates your need or may temporarily reduce your schedule. When you reduce your work schedule in this situation, your salary and leave accruals will also be reduced proportionately.

You must work with your appointing authority to establish a mutually satisfactory treatment schedule that does not unduly disrupt business and meets your (or the patient's) medical needs. If you fail to consult with your appointing authority, you may be requested to reschedule treatments, subject to the approval of the health care provider.

When family/medical leave is used for reasons where intermittent/reduced schedules are not medically necessary, you may still request such a schedule. However, the appointing authority has the discretion to approve or deny the request.

➤ ***Medical Certifications***

In the case of a serious health condition for you or a family member, you must supply a medical certificate from your health care provider for any absence of more than three consecutive, regularly scheduled, full working days. A medical certificate may also be requested for an absence of less than three days.

The appointing authority has the right to require a second opinion and select the health care provider. If the second opinion and the original certificate conflict, a third opinion will be sought from a health care provider you select together. The third opinion is final and binding. The agency is responsible for the expenses connected with a second and/or third opinion, including any reasonable "out-of-pocket" expenses you incur.

The appointing authority may also request additional medical certificates at reasonable intervals during family/medical leave. Typically, it will be no more often than 30 days or the date in the original certificate, whichever is longer.

The ***State of Colorado Medical Certification*** form is available from your appointing authority. Your appointing authority will notify you of the need for any medical certificates and when they are due, normally within 15 calendar days. Failure to provide the required medical certificate(s) may result in delay or denial of family/medical leave. All medical information will be maintained in confidence, as required by the Americans with Disabilities Act.

➤ ***Fitness-To-Return***

At the end of your family/medical leave for your own serious health condition, a fitness-to-return certificate may be required to verify your ability to return to work. A fitness-to-return certificate is required if you are absent for more than 30 days. The appointing authority may also require it for an absence of 30 days or less based on the nature of your health condition in relation to your job assignment.

➤ ***Periodic Communication***

Communication between you and your appointing authority is a vital part of making sure you receive all of your rights under family/medical leave. It should begin at the point you are aware of your need for leave and continue through the conclusion of your family/medical leave. You and your appointing authority are expected to work out a mutually satisfactory check-in schedule during your absence, including updates on your current status and your intent to return to work.

➤ ***Substitution of Paid Leave***

Family/medical leave is a guaranteed period of leave with job protection. The amount of paid or unpaid family/medical leave depends on your individual situation and the amount of your accrued leave. You will be required to use your accrued sick leave (as permitted by leave policies) and annual leave (unless receiving STD benefits) before you are placed on unpaid family/medical leave. In addition, all other absences, such as holidays, funeral and short-term disability leave, that also qualify for family/medical leave will be counted toward your family/medical leave. In other words, all paid leaves run concurrently and do not extend the time you are entitled to under family/medical leave. The only exception is when you are being “made whole” while receiving workers’ compensation payments.

During any **paid** leave, you will continue to earn annual and sick leave, but it will not be credited for your use until you return to work on a regular basis. Your anniversary date will not change. During any **unpaid** leave, you will not earn annual and sick leave, your anniversary date will be adjusted, and you will not receive service credit for retirement purposes.

➤ ***Benefits***

Your insurance coverage will continue while you are on approved family/medical leave. If your family/medical leave is **paid**, your share of the premiums will continue to be paid through normal payroll deduction. If your family/medical leave is **unpaid** and you elect to maintain your coverage, you must pay your portion of the premium (the amount deducted from your pay). If you fail to make your payment when due, your coverage may be cancelled retroactive to the last month for which full payment was made. Should you owe any amount of a premium upon return, repayment is required when you return to work for at least 30 days, retire within 30 days, or terminate your employment. Any amount owed will not be recovered when you are unable to return to work due a continuation, recurrence, or onset of a new serious health condition or for other circumstances beyond your control. If you elect not to maintain your coverage during unpaid family/medical leave (subject to Section 125 requirements), your coverage will be reinstated upon your return to work. Contact your agency payroll or benefits office for specific information and arrangements.

If open enrollment occurs while you are on family/medical leave, you will still have an opportunity to participate. The materials will be sent to your home address. You will need to meet the deadlines given in those materials, unless there are special extenuating circumstances.

➤ ***Job Protection***

When you return to work, you will be restored to your position or an equivalent one, subject to the provisions of the Family and Medical Leave Act of 1993. An equivalent position is one with the same pay grade, benefits, work schedule, proximate geographic location, and other terms and conditions of employment. This does not apply if

your employment would have otherwise been terminated had you not taken family/medical leave, such as lay off or disciplinary termination.

➤ ***Additional Information***

There are a number of other sources available for additional information: your agency human resources office, ***State of Colorado Employee Handbook*** (amended), ***Personnel Director's Administrative Procedures*** (amended), and the Department of Personnel and Administration.

This brochure was written in accordance with state and federal laws, Personnel Director's Administrative Procedures, and the Family and Medical Leave Act of 1993. Subsequent revisions could cause conflicts in this information. In such a situation, the laws and procedures are the official source upon which to base a ruling or interpretation. This document is a guide, not a contract or legal advice.

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